

**Policy Counsel/Analyst**  
**Civil Rights & Judiciary and Public Safety Committees**  
House Republican Caucus  
Washington State House of Representatives

**Overview:**

In the Policy Development Office of the House Republican Caucus, we are looking for professional individuals who share the common goal of helping Republican state representatives govern effectively. Our employees are motivated, hard-working, well-informed, politically astute, and dedicated to providing the best possible service to individual caucus members and the caucus as a whole.

**Specific Duties and Activities:**

- Within assigned issue areas, monitor activities of all legislative committees, provide strategic advice to chairs/ranking members and other members of each committee, and be familiar with all legislation that may be of concern to the caucus.
- Assist caucus members in developing legislative policy, which includes providing background research, drafting bills and amendments, and identifying relevant legislative/political history.
- Brief bills, amendments and issues for individual caucus members, committee members, leadership and/or the entire caucus.
- Assist individual caucus members, committee chairs/ranking members and senior staff in developing legislative strategies to pass priority legislation and/or amendments.
- Identify strategic opportunities for caucus members to ask questions in committee or offer amendments – in committee or on the House floor – that highlight the House Republican Caucus policy initiatives and point out the deficiencies in opposing agendas.
- Work directly with the communications staff to provide the necessary background information so they can accurately and effectively convey caucus messages to constituents and gain support for the positions of the caucus as well as the legislative priorities of individual caucus members.
- Monitor all activities – which includes attending off-campus meetings – of executive agencies, work groups and task forces within assigned issue areas and identify areas of concern for senior staff and interested caucus members.
- Conduct policy research upon request for all members of the caucus and provide background information to legislative assistants to assist them in responding to constituent concerns and inquiries.

**Intangibles:**

- Self-starter with the ability to think on their feet.
- Capacity to grasp complex issues and provide useful analysis for legislators, staff and constituents.
- Ability to summarize complex issues both verbally and in writing.
- Strong political acumen.
- Ability to work with and serve a diverse group of legislators and personalities.
- Not territorial; willing to work within the team to get the job done.
- Knows the difference between being an “advisor” and an “advocate”.

**Qualifications:**

This position requires a juris doctorate or at least a bachelor’s or master’s in related field and experience analyzing criminal and/or civil law.

**Salary and Benefits:**

- Salaries for professional legislative staff are competitive. The specific salary will depend on the successful applicant’s education and experience.
- Employee benefits include: vacation and sick leave; paid state holidays; health, life and other optional insurance; retirement; social security; and military leave.

**To Apply:**

Please email letter of interest and resume to both:

Stacey Folsom, Director of Policy Development  
[Stacey.Folsom@leg.wa.gov](mailto:Stacey.Folsom@leg.wa.gov)

Stephanie Barnett, Deputy Director of Policy  
[Stephanie.Barnett@leg.wa.gov](mailto:Stephanie.Barnett@leg.wa.gov)

Applicants are encouraged to submit materials as soon as possible as screening will begin immediately. The position is open until filled.

The Washington State House of Representatives is an equal opportunity employer.